

## POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

GUAYMAS, PR

2. POSITION NUMBER

EPE501025

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Official Location	b. Title Director, Caribbean Environmental Protection Division	c. Pay Plan ES	d. Series 0340	e. Grade 00	f. CLC
4. Supervisor's Recommendation		ES	340/401/ 801/1301		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. REGION 2		g.			
c. CARIBBEAN ENVIRONMENTAL PROTECTION DIVISION		h. Employing Office Location			
d. IMMEDIATE OFFICE		i. Organization Code RB000000			
8. SUPERVISORY STATUS					

- ☒ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☐ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. **SUPERVISORY CERTIFICATION** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
Catherine McCabe, Deputy Regional Administrator

d. Typed Name and Title of Second-Level Supervisor  
Judith Eack, Regional Administrator

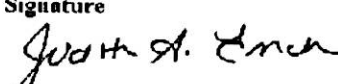
b. Signature



c. Date

7/20/15

e. Signature



f. Date

7-20-15

10. **OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

## a. Promotion Potential

☒ This position has no promotion potential

☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

## b. PSB Risk Designation

☐ 01 Low

☐ 02 Moderate

☒ 03 High

Security Clearance

Required: ☐ Yes ☒ No

## c. Financial Disclosure Form

☐ OGE-450 Required

☒ OGE-278 Required

☐ No financial disclosure forms required

## d. "Identical, Additional" (IA)

Allocation This position

☐ may be IA'ed

☒ may not be IA'ed

☐ is limited to current incumbent

## e. FLSA Determination

☐ NONEXEMPT ☒ EXEMPT\*

(\*check exemption category)

☐ Administrative

☐ Professional ☒ Executive

## f. Functional Classification Code

## g. Bargaining Unit Code

46666

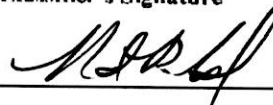
## h. Check, if applicable:

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties ( \_\_\_ % of time)

☐ This position is subject to random drug testing ( \_\_\_ )

## i. Classifier's Signature



j. Date

10/15/15

## 11. REMARKS

**DIRECTOR**  
**CARIBBEAN ENVIRONMENTAL PROTECTION DIVISION**  
**EPA REGION 2**

**ES-340,**

**I. Major Duties and Responsibilities**

Serves as the Director, Caribbean Environmental Protection Division (CEPD) in Puerto Rico. Plans, organizes, directs, controls and coordinates the various activities necessary to implement EPA Region 2's environmental protection programs, goals, directives, and objectives in the Commonwealth of Puerto Rico and the U.S. Virgin Islands. Responsibilities encompass the full range of federal environmental statutes, including the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Clean Air Act (CAA), Clean Water Act (CWA), Safe Drinking Water Act (SDWA), and the Resource Conservation and Recovery Act (RCRA). The Director is a highly visible leader of EPA in Puerto Rico and the U.S. Virgin Islands, and represents the Agency in dealings with the governments of the Puerto Rico and the U.S. Virgin Islands and their constituent agencies to advance EPA's programs and goals. The Director acts as a public spokesperson for EPA with all local news media, and conducts major outreach to local governments and community organizations to advance EPA's programs and goals.

1. **Program Planning**: Accomplishes or directs the planning for CEPD's implementation of EPA's regulations, standards, and policies and the Region's programs, goals and priorities. Consults and discusses the objectives of the Agency programs with the Regional Administrator, the Deputy Regional Administrator, other Region 2 Division Directors, and other EPA officials, and with other interested Federal and non-Federal governmental officials, representatives of private industry, environmental organizations, and the general public. Ensures the development of long and short term strategies, operating plans, and budget projections and proposals to ensure that programs will achieve national and regional environmental goals, objectives and requirements.
2. **Program Management**: Oversee and manages implementation of all programs administered by CEPD. Supervises and ensures effective program management by branch chiefs and other subordinate supervisors, and all Region 2 employees assigned to CEPD. Plans for staff training and development, including assessment of training needs, with input from staff, and ensures that staff are adequately trained to perform their duties. Supervises subordinate managers in performing all supervisory duties including the establishment and filling of

positions, promotions and assignment of personnel, the provision of employee relations services, the taking of disciplinary and other actions, the administration of personnel management and equal employment opportunity programs. Develops and implements the Division's administrative and programmatic budgets.

Accomplishes or directs the management of the Divisions' human and financial resources. Determines and monitors the allocation and utilization of human resources across the Division in order to improve organizational effectiveness in meeting its goals and objectives, support employee empowerment, increase workforce diversity, and ensure effective workforce utilization. Promotes the use of quality management processes that encourage teamwork, innovation, and solutions to environmental and administrative problems across the Division.

Accomplishes or directs the actions needed to plan, administer and utilize money and material needed to effectively support program policies and implementation. Ensures that systems are in place to properly and effectively manage and monitor the Division's financial and material resources, allocates and manages the Divisions' travel and training budget. Maintains close coordination and communication with the Region's Office of Policy and Management to represent the interest of the Division in obtaining resources and administrative support.

3. **Program Direction**: Accomplishes or directs the actions involved in completing assigned projects, redirecting work, establishing priorities, and changing program emphasis. Explains Regional environmental program policies to branch chiefs and all CEPD employees, and directs their implementation. Monitors the accomplishment of and reviews all projects and initiatives pertaining to the programs implemented by CEPD. Makes decisions in the administration of the work within broad overall Regional policy and makes recommendations to the Regional Administrator in those cases that significantly affect established policies or require new policy decisions. Directs Regional efforts in the delegated program areas to assure compliance with governing legal requirements.
4. **Program Coordination**: Accomplishes or directs the actions involved in coordinating the program with internal and external organizations, including other Regional Divisions. Maintains effective relations with interested groups, establishes liaisons with and meets with key officials of EPA, other Federal and non-Federal agencies (including representatives of territorial and local governments), representatives of private industry, scientific and academic community, professional groups, members of environmental and community organizations and the general public to ascertain problems and advise and coordinate all aspects of regional environmental protection and management programs. Works together with the office of International and Tribal Affairs (OITA) to provide Mexico and other Caribbean and Latin American nations with

technical assistance in the development of environmental regulations and programs, as funding permits. Coordinates with counterparts in other regional program divisions in order to advance the interests of the Division and promote team building across organizational lines. Serves on committees and panels and represents the region at conferences on national, interagency, territorial and local levels. Makes commitments pertaining to the program on the behalf of the Regional Administrator. Establishes and maintains effective working relationships with the following highly placed officials: in Puerto Rico, the Governor's Chief of Staff, the Secretary of Natural Resources, the Secretary of Health, the Secretary of Agriculture, the President of the Environmental Quality Board, the Executive Director of the Aqueduct & Sewer Authority, the Executive Director of the Electric Power Authority, and the President of the Government Development Bank; in the U.S. Virgin Islands, the Commissioners of Planning & Natural Resources, the Public Works, and the Water & Power Authority; in both jurisdictions, legislative leaders. Delivers speeches to both public and private organizations and groups, outlining priorities, objectives and accomplishments of Region 2's programs.

5. **Program Control**: Accomplishes or directs the actions involved in evaluating the work of the programs. Establishes or directs and monitors the establishment of controls to review the accomplishments of the Division and to ensure adherence to EPA and regional requirements, including requirements for use of financial and other resources, custody of property, records management, and the training, certification, and protection of the health and safety of staff who perform field inspections and investigations. Evaluates existing policies, projects, and procedures by performing or directing the performance of periodic and special reviews, studying complaints of interested persons or groups. Determines the existence of developments and trends that affect the Region's programs, and recognizes the need for further analysis if necessary. Based upon analysis of trends and problem areas, directs and/or recommends the development of new or modified methods, policies, standards, procedures, or projects.
6. **Program Forecasting**: Accomplishes or directs the actions involved in determining the effect on the Regional programs of proposed or enacted Federal or territorial legislation, new or proposed program requirements, new or improved technology, emergency situations, court decisions, and the like. Initiates program plans to implement the effects of these forecasts upon the regional programs. Coordinates these with EPA and other Federal officials at the national and regional level, territorial and local officials, and representatives of other groups, as needed.

7. **Program Operations:** Accomplishes and directs the day-to-day operations of the program, including, as needed, by interpreting and applying EPA rules, regulations, policies, and standards, providing review, both formally and informally, of plans, actions, projects, programs, or standards proposed by territories and localities. Assures that stakeholders are provided with consistent policy guidance and technical assistance in development of comprehensive implementation plans for the various EPA programs. Leads or participates in the negotiations of performance partnership agreements. Works closely with public and private sectors to ensure implementation of plans to achieve EPA's environmental goals and objectives. Ensures the smooth day-to-day operation of CEPD. Ensures that CEPD is an equal opportunity employer and complies with all equal opportunity laws. The Director provides valuable advice and support to governmental entities regarding ways in which economic growth may be sustained in an environmentally sound manner, especially in the islands' electric power generation water supply, and wastewater treatment sectors.

Performs other duties as assigned, including providing direct advice, counsel, and support to the Regional Administrator.

## **II. Supervision Received**

Works under the general direction of the Regional Administrator and the Deputy Regional Administrator, within the parameters established by Federal law and Agency policy. Unprecedented and controversial problems involving major departures from previous Agency policy are resolved in consultation with the Regional Administrator. Work is generally reviewed only for attainment of overall objectives and for compliance with Agency policies.